

From: Kaye, Melissa [/O=CORPNYCHHC/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=MELISSA.KAYE.BELLEVUE.NYCHHC.ORG]
Sent: 1/15/2019 1:18:15 PM
To: Smith, Ciara [smithc45@nychhc.org]
CC: Ford, Elizabeth [eford@nychhc.org]; Laboy, Jessica [laboyj@nychhc.org]
BCC: Santa Maria, Nate (Doctors Council) [nsantamaria@doctorscouncil.org]; kCollins@doctorscouncil.org
Subject: Re: Docked Educational Leave

?Thank you

Melissa Kaye, M.D.
 Medical Director
 Bronx Court Clinic
 phone: 718-410-2345
 Fax: 718-410-2344

From: Smith, Ciara
Sent: Tuesday, January 15, 2019 12:50 PM
To: Kaye, Melissa
Cc: Ford, Elizabeth; Laboy, Jessica
Subject: RE: Docked Educational Leave

Good Afternoon Dr. Kaye,
 Please see below screenshot which shows that 9/24 has been corrected in Kronos to reflect 9 hours of Education Leave(07).

Date	Schedule	Pay Code	Amount	In	Out	Shift
Sun 9/23						
Mon 9/24	8:00AM-5:00PM	07 - Education	9.00	8:00AM	5:00PM	9.00
Tue 9/25	8:00AM-5:00PM			8:00AM	5:00PM	9.00
Wed 9/26	8:00AM-5:00PM			8:00AM	5:00PM	9.00
Thu 9/27	8:00AM-5:00PM	03 - Sick Time	9.00			
Fri 9/28	8:00AM-5:00PM			8:00AM	5:00PM	9.00
Sat 9/29						

Thank you,
 Ciara Smith
 Director of CHS Payroll
 NYC Health + Hospitals, Correctional Health Services
 55 Water Street, 18th Floor
 New York, NY 10041
 (646) 614-0218
smithc45@nychhc.org

From: Kaye, Melissa
Sent: Monday, January 14, 2019 10:00 AM
To: Smith, Ciara
Cc: Ford, Elizabeth ; Laboy, Jessica ; Santa Maria, Nate (Doctors Council) ; kCollins@doctorscouncil.org
Subject: Re: Docked Educational Leave

Hello Ms Smith

Thank you for getting back to me. Please let me know the status of my educational leave for taking (and passing) a full day initial board certification exam in Child and Adolescent psychiatry on 9/24/18. Please let me know when the 2:15 hours of docked annual leave has been restored and kindly forward documentation of that correction.

Thank you,

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Melissa Kaye, M.D.

Medical Director

Bronx Court Clinic

phone: 718-410-2345

Fax: 718-410-2344

From: Smith, Ciara

Sent: Friday, December 14, 2018 11:47 AM

To: Kaye, Melissa

Cc: Ford, Elizabeth; Laboy, Jessica

Subject: RE: Docked Educational Leave

Good Morning Dr. Kaye,

Sorry for the delay in getting back to you. CHS is in the process of revising its policy with regard to education leave. It's likely that educational leave for Board exams will likely be granted to staff prospectively. However, CHS will grant you the same courtesy for your leave on 9/24/18 and restore any leave which you were charged (2:15). My direct supervisor is Jessica Laboy, I do not report to anyone directly at Central Office.

Thank you. Have a good day.

Ciara Smith

Director of CHS Payroll

NYC Health + Hospitals, Correctional Health Services

55 Water Street, 18th Floor

New York, NY 10041

(646) 614-0218

smithc45@nychhc.org

From: Kaye, Melissa <Melissa.Kaye@nychhc.org>

Sent: Friday, November 30, 2018 1:40 PM

To: Smith, Ciara <smithc45@nychhc.org>

Cc: Ford, Elizabeth <eford@nychhc.org>

Subject: Docked Educational Leave

?Hello Ms. Smith,

As you know I took a full day board certification exam on 9/24/18 but was docked annual leave for doing so. I I'm appealing this improper wage deduction.

Please send me with your direct supervisors full name, email address and phone number and to whom you or your supervisor report to at Central Office.

Thank you,

Melissa Kaye, M.D.

Medical Director

Bronx Court Clinic

phone: 718-410-2345

Fax: 718-410-2344